

# Open Awards

## Qualification Unit



This unit forms part of a regulated qualification.

### 1 Unit Details

Unit Title:	Extended Email Skills
Unit Reference Number:	R/618/2932
Level:	Entry 3
Credit Value:	2
Minimum GLH:	20

### 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1 Be able to organise a contacts list	1.1 Add contacts to a list or instruct someone to do this
	1.2 Delete contacts from a list or instruct someone to do this
2. Be able to open email attachments	2.1 Open an attachment from email inbox
3. Be able to send an email to multiple recipients with an attachment	3.1 Compile a message for multiple contacts with a: a) Formal purpose b) Informal purpose
	3.2 Send an email with an attachment to multiple contacts
4 Be able to manage an outbox	4.1 Locate and open an email from an outbox